

**RESIDENTIAL CARE APARTMENT COMPLEX  
INITIAL CERTIFICATION OR REGISTRATION CHECKLIST**

Name – Facility	Reviewer	Date Form Completed
Street Address	City	County

**CERTIFIED RCACS: All items are applicable.**  
**REGISTERED RCACS: ONLY items A.1., A.2., A.3., A.4. and B.1. are applicable.**

**A. A COMPLETED APPLICATION INCLUDES THE FOLLOWING ITEMS.**

<input type="checkbox"/>	1. Completed DDE-2380, RCAC Initial Certification or Registration Application. HFS 89.42
<input type="checkbox"/>	2. Completed DDE-2381, RCAC Regulation Compliance Statement. HFS 89.42
<input type="checkbox"/>	3. Background check completed by Office of Caregiver Quality.
<input type="checkbox"/>	4. Floor plan with room sizes. HFS 89.22(2)(c)1
<input type="checkbox"/>	5. Certification fees required by the Department.

**B. THE FOLLOWING ITEMS WILL BE AVAILABLE ON-SITE OR UPON REQUEST**

<input type="checkbox"/>	1. Inspection reports HFS 89.55(2) a. Fire and safety inspection. b. Occupancy permit and / or local building inspection. c. Final inspection by the Department of Commerce or a DHFS final inspection if attached to a CBRF, nursing home or hospital.
<input type="checkbox"/>	2. Service Agreement. Services, fees, policies and procedures related to admission, retention and termination. HFS 89.27
<input type="checkbox"/>	3. Risk Agreement. HFS 89.28
<input type="checkbox"/>	4. Comprehensive assessment form and procedure. HFS 89.26(1)
<input type="checkbox"/>	5. Written grievance procedure. HFS 89.35
<input type="checkbox"/>	6. Written policy regarding rights of tenants. Rights and policy must be visibly posted for tenants, visitors and staff. HFS 89.32
<input type="checkbox"/>	7. Background check from the Department of Justice, caregiver background results and completed form HFS-64, Background Information Disclosure, for required persons. HFS 89.23(4)(c)
<input type="checkbox"/>	8. Written schedule of fees. HFS 89.25(1)
<input type="checkbox"/>	9. Written staffing plan. HFS 89.23(6)
<input type="checkbox"/>	10. Staff training. Fire safety, first aid, standard precautions, emergency plan and tenant rights. HFS 89.23(4)(d)1
<input type="checkbox"/>	11. Written emergency plans for fire, sudden serious illness, accident, severe weather or other emergency. HFS 89.23(2)(c)
<input type="checkbox"/>	12. If the facility is converting a portion of a CBRF or a nursing home, review for compliance. HFS 89.61 and HFS 89.62